

DD/A 76-0147

13 January 1976

MEMORANDUM FOR: Assistant to the Director

Angus and Pat (So listed only for alphabetical and not male chauvanistic reasons):

1. This Directorate is giving consideration to devising an in-house publication addressing itself, basically, to management issues. A good start has already been made on it. One of the ingredients of the plan would be to task an officer in each of our Offices to make a periodic contribution.

2. One thing we would like to see is the articles written in punchy and attractive English, as opposed to stultified and constipated bureaucratese.

3. We would greatly appreciate both of you sitting down with this group of people from 10:45 a.m. to 11:30 a.m. in the DD/A Conference Room (7D-32) on Thursday, 5 February, and carrying on a dialogue on how one puts together a punchy-type article. If that date is not convenient for one or the other we would be happy to reschedule.

4. Stated in other terms to both of you fine people, I am now picking up a blue chip.

STATINTL

Distribution:

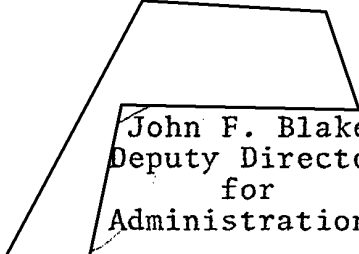
Original - Addressees

1 - C/Plans Staff/DDA

1 - DD/A Subject

1 - JFB Chrono

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John F. Blake
Deputy Director
for
Administration